

TOWNSHIP OF WALLORDINANCE NO. 30-1989

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 2 "ADMINISTRATION" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WALL, 1977 AS AMENDED AND SUPPLEMENTED SO AS TO CHANGE THE PROCEDURE FOR THE APPROVAL OF VOUCHERS.

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WALL, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY as follows:

Section 1. Chapter II, "Administration" Subsection 2-14

"Payment of Claims" of the Revised General Ordinances of the Township of Wall, 1977 as amended and supplemented be and the same is hereby amended by the deletion of old Section 2-14 "Payment of Claims" and the substitution of the following:

2-14, PAYMENT OF CLAIMS

2-14.1, Voucher Submitted - A voucher and/or an approved purchase order shall be attached to a detailed statement of services rendered or supplies furnished and shall be signed by the claimant and submitted to the Chief Financial Officer of the Township. The Township Chief Financial Officer shall cause the voucher and/or purchase order to be countersigned by the Department Head or Township Official having knowledge of the validity of the claim.

2-14.2, Certified Check Register - The Chief Financial Officer shall prepare and certify as accurate a Check Register which shall be dated and set forth the check

number, date, amount, payee, and purpose of each check and the total dollar amount of all checks, vouchers and/or purchase orders to be submitted to the Township Committee for approval.

2-14.3, Review and Submittal to Committee - The Township Administrator or, in his absence, the Chief Financial Officer, shall review all vouchers listed on the check register and then submit the same to the Township Committee with recommendations as to which should and which should not be paid.

2-14.4, Committee Review and Approval - A majority of the Township Committee shall review a voucher report prepared on a monthly basis by the Chief Financial Officer. The voucher report shall include a purchase order, number, vendor, amount, and department. If the Township Committee finds the voucher report to be acceptable, they shall execute a Certification, which shall be attached to each voucher report. The Township Committee shall at all times have the option of reviewing individual vouchers prior to the execution of the Certification. Following the approval of the voucher report, the vouchers shall be returned to the Finance Office.

be maintained by the Township Bookkeeper and shall be opened to public inspection during regular business hours at the convenience of the Finance Office.

2-14.9, Filing of Vouchers - All vouchers approved as provided herein shall be filed in the office of the Chief Financial Officer and shall be opened to public inspection at the convenience of the Finance Office.

Section 2. All ordinances and parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 3. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance shall be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

Section 4. This ordinance shall take effect immediately upon its final passage and publication according to law.

NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading by the Township Committee of the Township of Wall on June 14, 1989 and will be further considered for final passage and adoption at a meeting of the Township Committee of the Township of Wall at the Municipal Courtroom, Police Headquarters Building, Allaire Road, Township of Wall, on June 28, 1989 at 8 P.M. or as soon thereafter as the matter can be reached on the Agenda, at which time and place all persons interested therein shall be given an opportunity to be heard and during the week prior to and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's Office in the Township of Wall, Township Hall, to the members of the general public who shall request the same.

BEATRICE M. GASSNER, Township Clerk